

<b>Job Title: Executive Assistant / Executive Secretary</b>			
<b>Business Unit:</b>		<b>Domain:</b>	
<b>Location:</b>	Ahmedabad	<b>Band/Grade:</b>	1
<b>Purpose of Job</b>	The incumbent will be responsible for supporting the day to day office administration tasks in the department/ division. She will act as the bridge between the CEO and internal/external customers, the senior administrative/personal assistants, and team members. She will be represent the CEO's office and, should be able to judge/manage information flow into/out of the department		
<b>Key stakeholders</b>	<b>External</b>		<b>Internal</b>
	Clients, Partners, Board Members, external associates and vendors		Various internal departments, senior team members,
<b>Reporting structure</b>	<b>Role directly reports to</b>		<b>Positions that report into this role</b>
	CEO		N/A
<b>Essential Qualifications</b>	Graduation		
<b>Essential Experience</b>	Minimum 4 years of experience as an executive assistant / executive secretary for a senior level individual, in a large and reputed organisation.		
<p>The job holder should be able to multitask in all situations, also under extreme pressure and prioritize assignments with impeccable accuracy and results. She should be able to handle large volume of correspondence, coordinate and organize meetings, take efficient minutes and coordinate follow-ups, make travel arrangements, manage diaries, update personal expense sheets.</p> <p><b>Key Roles/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Support the CEO in all administrative functions. Screen and manage communications into and out of the HOD's office.</li> <li>• Schedule appointments/itineraries, co-ordinate meetings, prepare agendas, take and circulate minutes and ensure follow ups are conducted.</li> <li>• Manage correspondence with internal departments, clients, partners, Head Quarters etc.</li> <li>• Elaborate memorandums and internal correspondence (emails and other formats)</li> <li>• Elaborate external correspondence (emails, letters and other formats)</li> <li>• Coordinate dissemination of courier, mail and shipments.</li> <li>• Maintain filing systems in line with office policy.</li> <li>• Coordinate with the travel desk to arrange travel and accommodation as required.</li> <li>• Manage diaries and expense sheets.</li> <li>• Handle any other task or assignment arising in the daily course of work.</li> <li>• Be able to make certain decisions in the absence of the manager</li> <li>• Ensure that the confidentiality of the information is protected at all times.</li> </ul>			



Date: December'18 Prepared By: HR Department

Approved By: \_\_\_\_\_ Reviewed By Sanjay Ghatak, Sr. General  
Manager-Partnership